

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Weekly Report for Period Ending 29 December 1983

FROM:

Harry E. Fitzwater
DDA
7D-18 Hqs.

EXTENSION

NO.

DDA 83-0054/52

DATE

29 December 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.D/Communications
2A-03

2.D/Data Processing
2D-00 Hqs.

3.D/Finance
1212 Key

4.D/Information Services
1206 Ames

5.D/Logistics
2C-02

6.D/Medical Services
1D-4061 Hqs.

7.D/Personnel
6N-20

8.D/Security
4E-60 Hqs.

9.D/Training & Education
1026 C of C

10.SSA/DDA
7D-10 Hqs.

11.C/CMS/DDA
7C-18 Hqs.

12.EEO/DDA
6E-2917 Hqs.

13.C/Safety Staff

14.Management Staff
7D-10 Hqs.

15.OLL
7B-02 Hqs.

S E C R E T

DDA 83-0054/52
29 December 1983

MEMORANDUM FOR: Acting Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 23 December 1983

1. Progress reports on tasks assigned by DCI/DDCI:

None.

2. Items/events of interest:

25X1

25X1

b. The Office of Data Processing has received a letter, via the Office of Finance, from [] offering its assistance to the Automated Compensation and Information System (ACIS) Project. This assistance would be in determining the suitability of its Department of Defense payroll system design for use on ACIS. We are in the process of studying its proposal and developing criteria to be used for the evaluation.

c. The Agency Historian was given the opportunity to review some of the 300 cubic feet of OSS records that have been declassified and are stored at the Agency Archives and Records Center before a final decision is made on whether these records should be transferred to the National Archives and Records Center.

✓ d. As of 19 December all printing requirements for the Joint Publication Research Service (JPRS) have been transferred to the Printing and Photography Division, Office of Logistics. During the next two weeks, operations at JPRS will be phased out and it is anticipated that the final transfer of remaining personnel, equipment, and supplies will be made by 9 January 1984.

25X1

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25X1

f. As of 2 December 1983, we have received 785 referrals for employment from Agency employees. These referrals are in response to the November Employee Bulletin, signed by the DDCI, asking employees to refer individuals they believed were candidates for employment in the Agency. Of the 785 referrals, 200 were for clerical positions and 585 for professional and technical. So far, all of the clerical referrals and 500 of the professional and technical referrals have been contacted either by mail or by phone.

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g. The Agency entered FY-1984 with an on-duty strength of [] At the close of business on 27 December, the on-duty strength was [] which is an increase of [] from the previous week. Agency ceiling for FY-1984 is [] On 30 December a minimum of [] individuals will enter on duty; [] of this number are professional or technical.

3. Significant activities anticipated during the coming week:

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Harry E. Fitzwater

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